



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

NAVFACINST 3540.1
CHE
11 JUL 2003

NAVFAC INSTRUCTION 3540.1

From: Commander, Naval Facilities Engineering Command

Subj: POLICY FOR PROFESSIONAL LICENSING OF ENGINEERS AND ARCHITECTS

Ref: (a) NAVFAC P-329, Policy Reference Book of 01 Mar 87
(b) NAVFAC P-68, NAVFAC Acquisition Supplement (NFAS) of 01 Mar 02
(c) United States Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions of 22 Mar 99

1. Purpose. To establish policy regarding professional licensing of Naval Facilities Engineering Command's (NAVFAC) Engineering Community workforce.

2. Cancellation. All previously issued NAVFAC policies, instructions or guidelines relating to professional licensing of engineers are superseded by this instruction, including paragraph 6-8, Function 3D – Program Management, Professional Registration of reference (a) and paragraph 36.602-2(b) of reference (b).

3. Background.

a. The Department of the Navy relies on NAVFAC to be its facilities, installation, and contingency engineers. NAVFAC supports the Department of the Navy in all matters related to engineering, design, construction, maintenance and operation of shore-based facilities. NAVFAC's Engineering Community workforce, which includes both architects and engineers, is on-call at all times to provide engineering assistance to forward deployed Seabees. Fulfilling this mission requires that NAVFAC employ a world-class engineering workforce, dedicated to the protection of the public health, safety, and welfare. Professional licensing is an important measure of the competence, dedication, and professionalism of the NAVFAC Engineering Community workforce and is widely recognized by our clients and the general public. As in the private sector, NAVFAC fulfills the role of the building official/authority having jurisdiction, and "responsible charge" (i.e., direct control and personal supervision of engineering work, products, and services), and as such is responsible for protecting public property and the environment by employing engineers of proven competence.

b. Licensure as a Professional Engineer (P.E.) or Registered Architect (R.A.) is the statutory process through which a person meets the legal requirements sufficient to be permitted by law to practice engineering or architecture in a jurisdiction, typically a state. Licensing boards typically require successful completion of national examinations and developmental experience, involving progressively increasing levels of responsibility gained under the direct supervision of someone who is already licensed. Licensure is a legal requirement for those who are in responsible charge

of engineering/architecture work, performed in-house or by contract, be they principals or employees. Licensing and registration are the terms used, often interchangeably, in state statutes to establish these requirements.

4. Policy.

a. It is the policy of NAVFAC to identify, hire, professionally develop, and maintain a professional Engineering Community workforce of the highest caliber.

b. Voting members of Architectural/Engineering Slate and Selection Boards, as well as engineers and architects on all Source Selection Boards (SSBs), shall be licensed engineers (P.E.) or architects (R.A.). The requirement for licensing of Board members may be waived only by the NAVFAC Echelon Three Command's Chief Engineer, as designated by the Echelon Three Commander/Commanding Officer. Such waivers are on a case-by-case basis and are granted only for the duration of the respective panel. Waivers may be granted only to an individual who is actively pursuing professional licensing, has at least two years of engineering experience, and has passed the initial written examination required toward licensing (e.g., Fundamentals of Engineering - Engineer in Training exam). The licensing requirement for the Chairperson position on all such panels may not be waived. For SSBs involving planning contracts, community/urban planners' licensing credentials approved by the American Institute of Certified Planners (AICP) are considered as equivalent to P.E. or R.A. credentials and shall have similar voting status. Regardless of waivers granted, only the Contracting Officer may officially appoint board members. However, in no case will contracting officers appoint board members to Architectural/Engineering Slate and Selection Boards and SSBs unless the members are licensed or have been granted a waiver by the appropriate authority identified above.

c. Professional licensing is required for any position, regardless of grade, in responsible charge of engineering/architectural work, products, and services, whether performed in-house or by contractor. Professional licensing is also required for any position, regardless of grade, that supervises those responsible for independently performing (without direct oversight and approval) engineering/architectural work, products, and services, whether performed in-house or by contractor. To ensure minimally acceptable professional quality standards and to enable the professional development, licensing, and community management of members of the engineering community, unlicensed engineers and architects must receive direct supervision and day-to-day oversight from licensed engineers and architects. Professional licensing is required for any position that requires the incumbent to sign and/or apply a P.E./R.A. seal to drawings or other documents.

d. By virtue of the level of independent control and direction and scope of work assignments concomitant with the grade structure of NAVFAC's Engineering Community workforce, all engineers and architects at or above the grade of GS-13 must be professionally licensed. A licensed engineer or architect shall directly supervise unlicensed engineers and architects below the grade of GS-13. Licensing of engineers and architects below the grade of GS-13 is strongly encouraged. Unlicensed engineers and architects currently graded GS-13 and above may not be considered for promotion until they are licensed. Only the NAVFAC Chief Engineer may

approve waiver to this policy. Reference (c) requires that all position descriptions document the basis for the requirement of professional licensing. Therefore, all position descriptions requiring licensing must specify that the incumbent is in responsible charge of engineering/architectural work, products, and services, whether performed in-house or by a contractor.

5. Applicability. This instruction applies to all engineers, architects (i.e., GS-8XX), and related professional series (e.g., Community Planners, GS-020) under the cognizance of the Commander, Naval Facilities Engineering Command.

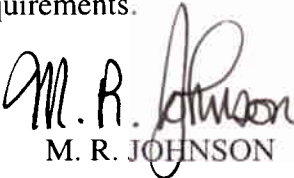
6. Responsibilities. NAVFAC Echelon Three Commands shall provide the organizational structure and business processes that ensure responsible charge oversight of engineering/architectural work, products, and services by licensed engineers and architects. Command organizational structure and business processes shall provide for direct supervision and day-to-day oversight of unlicensed engineers and architects by licensed engineers and architects, to meet the requirements for responsible charge of engineering/architectural work, products, and services (whether prepared in-house or by contractor) and to support their eligibility to sit for licensing exams. Individual supervisors and component community managers are responsible for advocating and enabling professional licensing of NAVFAC's engineering community. Supervisors and component community managers are responsible to ensure that all position descriptions for Engineering Community workforce positions include the requirement for an active P.E. or R.A. license in a state or territory of the United States, and that the position description documents the basis for the licensing requirement.

7. Action.

a. NAVFAC Echelon Three Commands shall review and adjust their organizational structure and business processes to meet the above responsibilities.

b. Community managers and supervisors shall establish mentoring plans for junior-level and intern engineers/architects to support their progression toward professional licensing.

c. Community Management plans shall address continuing education to support engineer/architect professional licensing requirements.


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